

JOB MATCH COVER LETTER

Your Name
Address
City, State, Zip Code
Phone Number
Email Address

February 25, 20__

Ms. Jane Smith, Title
Work Incorporated
555 Pine Street
St. Paul, MN 55555

Dear Ms. Smith:

The position of Administrative Assistant listed in the Daily Tribune on February 24, 20__, caught my attention. The skills and qualifications you require closely match my experience in this career field.

- **Detail-oriented, experienced Administrative Assistant:**
Four years Administrative Assistant experience with responsibility for numerous detailed reports.
- **Assist Customer Relations Manager:**
Worked with our Customer Relations Manager for two years.
- **Corporate experience with major clients:**
Regularly served purchasing agents at Fortune 500 companies.
- **PC knowledge:**
Mastery of the entire Microsoft Office Suite.

Enclosed is my resume for your review and consideration. I believe I am an excellent candidate for this position and look forward to meeting with you to discuss it in greater detail. I will call you to determine when an interview might be possible. Thank you.

Sincerely,

(Signature)
Typed Name
Enclosure